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# **ADMINISTRATIVE SPECIAL USE PERMIT**

## **INSTRUCTIONS AND CHECKLISTS**

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***CITY OF ALEXANDRIA, VIRGINIA  
DEPARTMENT OF PLANNING AND ZONING***

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## INTRODUCTION

On December 13, 2008, City Council adopted changes to the City's Zoning Ordinance to permit some small businesses to operate in the City with approval of an Administrative Special Use Permit (SUP). The changes will simplify the process for businesses to obtain zoning approval for building uses such as small commercial schools, childcare centers and small restaurants in certain locations. Previously, these uses were subject to review and approval through a formal hearing process and required the submission of a Special Use Permit request. Under the new regulations, some of these uses can now be approved as either permitted or administrative uses, rather than requiring a Special Use Permit.

These changes, which were a result of the efforts of the Small Business Task Force, Planning and Zoning staff, the Planning Commission and both businesses and residents, came about after significant public outreach and several public hearings.

An Administrative SUP will require that an applicant submit information to the Department of Planning and Zoning about the requested use. The applicant will also have to certify that they will be able to comply with specific requirements for the proposed use.

Uses that qualify for an Administrative SUP under the new ordinance include:

- Child care center or preschool in a church or school building in residential zones
- Small garden centers in certain commercial zones
- Outdoor food and crafts market in certain commercial zones
- Overnight pet accommodations in a shopping center
- Live Theater in Arlandria
- Valet Parking in Old Town (KR zone)
- In Industrial or Flex space centers:
  - Light auto repair
  - Catering operation
- Full service restaurants of 60 seats or less, except in Old Town (CD and KR zones), where a full SUP is required.

The Department of Planning and Zoning has prepared this checklist and worksheets to assist applicants in understanding and providing information necessary for obtaining approval of an Administrative SUP.

Any questions should be directed to the Department of Planning and Zoning, 703-838-4666.

This information is also available on our website at

<http://www.alexandriava.gov/planning/info/default.aspx?id=6644>

## **How to use the Checklist and Worksheets:**

1. *This guide is designed to help you -- applicants, businesses and citizens – understand the process and requirements for administrative Special Use Permit (SUP) uses.*
2. *For technical language and legal standards for administrative SUP uses, please refer to the Zoning Ordinance, Section 11-513.*
3. *Please follow the information on pages 2-5 to understand how to get an administrative SUP started and approved, steps the City will take to help you and to learn about the general operating requirements for all administrative SUP uses.*
4. *Then, review the specific worksheet that applies to your business. The worksheet will help you determine if an administrative SUP will work for you or whether you have to apply for a full Special Use Permit.*
5. *Answer the questions on the worksheet page for your business and attach it to your application for administrative SUP approval. In some cases, additional information will be required.*
6. *Additional conditions may be required by the Director if reasonably necessary to support the use and its compatibility with the neighborhood.*
7. *For additional information or any questions about this checklist, the worksheets, administrative SUPs, or the process for approval, please contact Planning and Zoning at 703-838-4666.*

## THE CITY WILL HELP YOU

Planning and Zoning staff is available to help you with the successful opening of your business. Staff will answer your questions, provide information and make sure that your business can operate in the location that you have chosen. We will also perform the following tasks to process your administrative SUP.

### **Provide public notice of the request for approval of an administrative SUP**

- Property will be posted with a placard describing the request
- Emails will be sent to community and business associations
- Information about the request will be posted on the City's website
- The request will be advertised in a local newspaper

### **Transmit the request to other City departments**

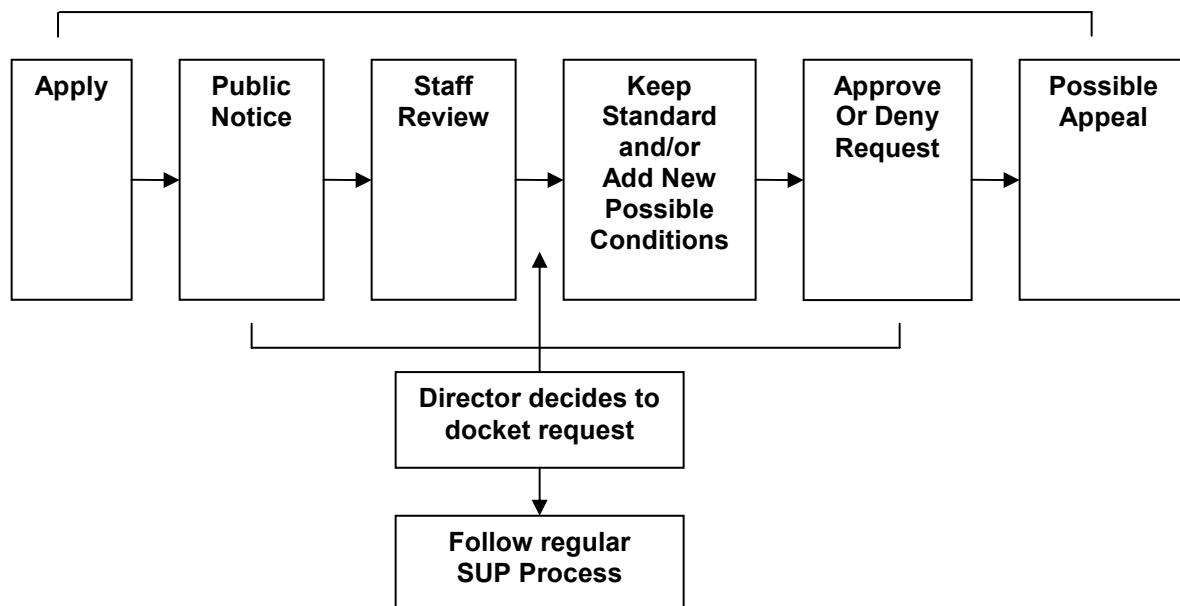
### **Review comments from City departments and the public**

### **Determine if other conditions, in addition to the standard conditions, are needed**

### **Determine, based on comments from City Departments and the public, if the requested use needs to be docketed for public hearing**

### **Provide written decision to the applicant, and place on the City's website, either approving or denying the requested use**

### **Administrative SUP Process Timeline** (approximately 30 days from application to decision by director)



## APPLICANT'S PROCESS CHECKLIST

### Before Submitting Your Application

<input type="checkbox"/>	<b>Schedule a Meeting (Recommended)</b> It is strongly recommended that you schedule a meeting with P&Z staff for information about the application process and advice to help your business open smoothly. Contact Planning and Zoning Staff at 703/838-4666.
<input type="checkbox"/>	<b>Contact the Small Business Development Center (Recommended)</b> The Small Business Development Center (703/778-1292) is a helpful resource before, during and after the Administrative SUP process.
<input type="checkbox"/>	<b>Review Small Business Guide (Recommended)</b> It is recommended that you read the Alexandria Small Business Guide for additional information about opening a business in Alexandria. The Small Business Guide is available on the Planning & Zoning Website at <a href="http://www.alexandriava.gov/planning">www.alexandriava.gov/planning</a> .

### Submit Your Application

<input type="checkbox"/>	<b>Submission Requirements</b> The required Administrative SUP application includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Supplemental Worksheet for Specific Use</li> <li><input type="checkbox"/> Floor Plan</li> <li><input type="checkbox"/> Site Plan/Survey Plat</li> <li><input type="checkbox"/> Application Fee - \$250.00</li> <li><input type="checkbox"/> Other items that may be required by City staff</li> </ul>
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### It is in your best interest to do the following while your application is being processed

<input type="checkbox"/>	<b>Research Other Required Licenses or Permits</b> Depending on your business, you may need several other city or state licenses or permits. For example, you may need to contact the Virginia Alcohol, Beverage and Control Board, the Building & Code Administration or the State Department of Social Services. All agencies have different requirements and processes for issuing licenses or permits, so <b>contact them early in the process.</b>
<input type="checkbox"/>	<b>Contact Associations and Neighbors</b> It is recommended that you contact your local civic and business associations, as well as immediate neighbors. Letting them know about your business will help the application process go smoothly. It also may help in the marketing of your business. Planning and Zoning staff can help you locate contact information.

### After your request has been approved

<input type="checkbox"/>	<b>Pick Up Administrative SUP Certificate</b> When your application has been approved, you will be contacted by Planning and Zoning staff. <u>A \$500 contribution to the Streetscape Improvement Fund is required BEFORE the SUP certificate for any new business can be released.</u> After the \$500 contribution is received, you will need to sign and agree to follow the conditions of the administrative special use permit.
<input type="checkbox"/>	<b>Get Business Licenses and Other Permits</b> You will need to apply for other permits and licenses such as building permits, health permit, child care permits. The Planning and Zoning staff will sign off on your business license after you sign for the Administrative SUP.

## GENERAL STANDARDS FOR ALL USES

This page applies to all types of businesses seeking Administrative SUP approval. It lists the standard conditions that will appear as part of the permit to operate the business. If you believe that you will not be able to comply with any of the standards, please contact Planning and Zoning staff, as you may not be eligible to apply for an Administrative SUP.

<p><b>PERMIT AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>Only the person who receives the permit may be in charge of the use that is approved. If there is a change in the future, including a sale of the business, then administrative approval and a new SUP is needed.</li> <li>The SUP permit must be displayed at the business. The list of requirements for the business must be available if anyone asks to see it.</li> <li>The applicant must conduct employee training sessions to discuss all SUP provisions and requirements, and methods to prevent underage sales of alcohol.</li> <li>As part of the application and approval process, the Director may add further operating requirements to the business if necessary for the specific use and its compatibility with the neighborhood.</li> </ul>
<p><b>TRANSPORTATION AND TRANSIT</b></p> <ul style="list-style-type: none"> <li>Encourage customers and employees to use different methods of travel to the business, including bus, bicycle and Metro.</li> <li>Encourage employees and customers to use mass transit or to carpool when traveling to and from the business.</li> <li>Post signs at the business and on the internet about carpooling, DASH and METRO routes and where to buy transit passes.</li> </ul>
<p><b>PARKING</b></p> <ul style="list-style-type: none"> <li>Participate in organized parking programs adopted by the City for the area.</li> <li>Require employees who drive to work to use off-street parking.</li> <li>Inform customers about where to park by installing signs visible from the street.</li> </ul>
<p><b>TRASH/LITTER</b></p> <ul style="list-style-type: none"> <li>Keep trash and garbage inside the building or outside in sealed containers. Trash and debris may not accumulate outside of those containers. Outdoor trash receptacles must be screened.</li> <li>Litter on and near the business must be picked up at least twice every day and at the close of the business, and more often if necessary.</li> <li><b>Applicants of new businesses will be required to make a \$500 contribution to the Streetscape Improvement Fund <u>before the administrative SUP is issued.</u></b></li> </ul>
<p><b>POLICE</b></p> <ul style="list-style-type: none"> <li>Before opening the business, contact the Crime Prevention Unit of the Alexandria Police Department for a security survey and robbery awareness program for employees.</li> </ul>
<p><b>NOISE</b></p> <ul style="list-style-type: none"> <li>Loud noise is not permitted. The business must obey the City's noise ordinance.</li> <li>Outdoor speakers are not permitted. Amplified sound cannot be audible at the property line.</li> </ul>
<p><b>BUILDING AND LANDSCAPING IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>Improvements, including landscaping, may be required and must be maintained.</li> <li><b>Applicants of new businesses will be required to make a \$500 contribution to the Streetscape Improvement Fund <u>before the administrative SUP is issued.</u></b></li> </ul>